

# Housing Choice Voucher Program Participants

## Frequently Asked Questions

### Where are vouchers accepted?

You may use your Housing Choice Voucher anywhere within Kenton County or in the USA or any US held territory where there is a housing authority to administer the program. Wherever you choose to live, the housing must pass a Housing Quality Standards (HQS) inspection. It must also pass a rent reasonableness test to assure that the rent charged is fair.

If a property owner or manager has housing which qualifies and he or she is willing to rent it under the Housing Choice Voucher program, a rental agreement or lease and Housing Assistance Payment contract must be signed.

### Can I pay the extra rent to make up the amount the landlord wants for the unit?

**No.** The Housing Choice Voucher program determines the tenant's portion of the rent. The owner may not, under any circumstances, charge or accept additional payments from the family for their share of the rent that has not been approved by the Housing Choice Voucher program.

### Does the Housing Choice Voucher office assist with Security Deposit funds?

No. The tenant is responsible for paying all of the security deposit.

### How much can a landlord collect for a Security Deposit?

The security deposit amount collected must be in compliance with state and local laws. Owners are prohibited from charging Housing Choice Voucher families more for a security deposit than their unassisted families. The security deposit must be fair and reasonable.

### When are changes reported?

Any change in income or family composition must be reported to the Housing Choice Voucher office within 10 days of its occurrence. It is a family's responsibility to schedule and attend an appointment to report the change. Failure to report and/or under reporting changes could jeopardize your eligibility for housing program assistance.

### How is income verified?

All income, benefits, and allowances must be verified with documentation. Housing Choice Voucher program staff must obtain written verification from independent third party sources and document tenant files. In addition, the City of Covington Housing Choice Voucher program reviews employment and Social Security records electronically with the HUD EIV system. If unreported income is found, this can result in termination of assistance. The family will be required to repay any overpaid assistance.

### What are the Obligations of a Family to continue participating in the program?

The family must:

- Report all changes in household income and household composition within 10 days of its occurrence.

- Not damage the unit (other than normal wear and tear). The family is responsible for repairs that are the result of tenant or guest damages to the unit.
- Not commit any serious or repeated lease violations. Failure to abide by the terms of the lease is a cause for termination. Request approval from the City of Covington Housing Choice Voucher program to add new family members or occupants to the unit. All persons living in the unit must be approved by the City of Covington Housing Choice Voucher program.
- Not engage in drug-related criminal activity, alcohol abuse or other violent criminal activity.
- Pay utility bills and supply all appliances (as applicable) which are required under the lease.
- Fulfill obligations of any repayment agreement regarding monies owed to the City of Covington Housing Choice Voucher program
- Supply any information that the City of Covington Housing Choice Voucher program determines necessary for use in annual or interim examinations of family income and composition.
- Disclose and verify social security numbers and sign consent forms for obtaining information.
- Promptly notify the City of Covington Housing Choice Voucher program of any absence from the unit or if any family member no longer lives in the unit.

